

PATHWAYS ABILITIES SOCIETY

PROCEDURE: BUSINESS DECISIONS AND SALES

Applies to: Management and Social Ventures staff

Original Effective Date: May 30, 2005

Effective Date: September 23, 2024

Replaces Procedure Dated: October 14, 2022

1. Bikes obtained through the lost and stolen bike service are kept for 90 days.
2. Bikes are priced once refurbished as outlined in the Bicycle Blue Book by a staff or volunteer who has been at BikeWays for minimally 6 months and is trained. Bikes are priced based on current condition of the bike, its age and fair market value compared to new bikes with similar features.
3. Completing a sale:
 - Customers make purchases using cash or debit.
 - The bike tag number is entered into a sales receipt on ShareVision.
 - Two receipts are printed and signed by the customer.
 - One receipt is given to the customer.
 - The second receipt is attached to the daily sales summary.
 - If paid by debit the receipt is attached to the BikeWays sales receipt copy.
 - If paid by cash the cash value is entered onto the daily sales sheet and placed in the daily sales pouch in the safe.
 - Sales are balanced daily and submitted once per week to the Executive Director or Finance Manager.
 - The Employment Manager or a staff or volunteer who has been at BikeWays for minimally 6 months are authorized to provide no more than an additional \$20.00 discount to customers who are purchasing more than one bike within the same day and month.
4. Bikes to be sold on Consignment bikes:
 - Complete a Consignment Agreement and Sales Form.
 - File the form in the Consignment binder.
 - Sell consignment bikes for cash only.
 - Complete the Consignment Agreement and Sales Form with the purchaser who signs the receipt.
 - The consignee is contacted and advised that the bike has sold.
 - The consignee is issued cash and the consignment form is conclude
 - Send the concluded Consignment form to the finance department as part of daily sales.
5. Inventory purchases:
 - Enter in the ShareVision Supply list.
 - Notify the Employment Manager.
 - The Employment Manager processes the request.

- If the items are over \$100.00 the Employment Manager notifies the Executive Director's for their approval.
- When the inventory arrives check to ensure it matches the ShareVision Supply list.
- Once the order is checked ensuring accuracy, the ShareVision Supply list is completed.
- The receipt is initialed by the Employment Manager and is forwarded to the finance department.

6. Bikes that have been sold however the rightful owner reclaims:

- The owner provides proof of ownership.
- Contact the purchaser of the bike, explain the situation and advise them to return the bike to BikeWays.
- BikeWays exchanges the reclaimed bike with another bike of equal condition and value.
- Contact the owner for pick up and collect the \$25.00 administration fee for the reclaimed bike.

7. Under the direction of the Employment Manager, support workers or volunteers complete inventory counts in March and September. Actual stock is compared to what is listed in ShareVision inventory, ensuring the ShareVision inventory is correct.

8. Donated bikes:

- Document and enter in the BikeWays data base.
- Complete the Bike Donation form located in the BikeWays donations binder.
- Check the Bicycle Blue Book to determine if the value of the bike is \$500.00 or more.

Donated bikes valued at \$500 or more:

- Document the donors name, address, email address and phone number.
- Take a picture of the bike.
- Give the completed documentation and picture to the Employment Manager who reviews. They forward the documentation to the executive director or designate to process and issue the tax receipt.

Product or Business Diversification

1. Prepare a business plan outlining the advantages, the risks, the costs and the process.

2. Send the plan to Executive Director.

3. The Executive Director sends the plan to the Board of Directors for their consideration and approval.